

**MINUTES**  
**LAW LIBRARY ADVISORS' MEETING**  
**February 22, 2023**

Pursuant to notice duly given, the James J. Lunsford Law Library Advisors (“Advisors”) met on Wednesday, February 22, 2023, at 12:00 pm in the Norma J. Wise Room at the Law Library 701 E. Twiggs Street. The Advisors present were Judge Christopher Nash, James Schmidt, Esq., and Susan Miles Whitaker, Esq. Also, in attendance were Matthew F. Hall and Sheri Murphy (on behalf of Ms. Jane Rose), via TEAMS, Lisa Wagner, Jessica Rehbaum.

James Schmidt, as Chair, opened the meeting at 12:09 pm and followed the set agenda previously noticed.

Review and approve the Minutes of the Law Library Advisors' Meetings dated November 16, 2022

The Advisors reviewed the Minutes of the meeting of November 2022 and approved as written with no changes. Motion to approve was made by Ms. Susan Miles Whitaker and seconded by Judge Christopher Nash to accept the minutes as presented. Passed unanimously.

James Schmidt verified that quorum was met.

Law Library Manager's Report

- a. *Statistics Overview* – Jessica Rehbaum presented the Manager's Report updating the Advisors on the January 2022 and January 2023 Law Library numbers. Judge Nash commented that Meeting Room usage is increasing. Ms. Rehbaum confirmed that meeting room bookings for video depositions and mediations have been increasing. She also commented that Wi-Fi usage has declined that is probably do to fewer Casual Readers using this location.
- b. *Westlaw Usage Stats*- Ms. Rehbaum presented Westlaw usage stats for Fiscal Year 2022 (October 1, 2021 to September 30, 2022). She was curious about how Westlaw is being used by our customers and will check stats yearly to look for trends. Ms. Whitaker confirmed that this would be a benchmark for future comparisons. Judge Nash asked if there was a way to determine how many attorneys were using the product. Ms. Rehbaum explained that customers need to log in with a guest pass or their library card to use the product. Anyone can request a guest pass and we would not be able to determine who is an attorney based on a library card. She also mentioned that many vendors do not track library card information due to privacy issues. Judge Nash asked if there could be a way post a question when logging into Westlaw to ask the user if they were an attorney before using the product. Ms. Rehbaum said she would make inquiries. Judge Nash also wanted to know more about the Non WL4G-TR Transactions mentioned in the statistics. Ms. Rehbaum said she would find out and report next meeting.

- c. *Budget-Expenditure Review* – Numbers for this report looked different than in prior months. Ms. Rehbaum mentioned that staff who used to create these reports have left library services and new people temporarily filling in these positions did not know how to create the old reports exactly but were able to provide the information presented at this meeting.
- d. *Video Tutorials for Digital Resources*- Ms. Rehbaum mentioned the Law Library will be posting short videos providing a brief overview of our digital legal resources: Gale Legal Forms and Westlaw. Similar videos are already posted for other digital services HCPLC offers such as OverDrive/Libby and Hoopla. Promotions will be done to let library staff and customers know of their existence and the hope is this will help increase usage.
- e. *Video Tutorials for Physical Collection*- Ms. Rehbaum talked about the short video tutorials that are being created to help customers learn more about our physical collection. Once these are finalized, they will be posted on our website.
- f. *Email Series for both HCPLC Library Staff and Customers*- A series of emails for both library staff and customers are being created to introduce the Law Library and help Hillsborough County residents become acquainted with the services and collection we offer. These will be posted on a system wide customer email list with over 200,000 participants and we hope this will increase awareness of our services. Ms. Whitaker asked if customers could sign up for emails for specific branches and Ms. Rehbaum explained where that can be done on the HCPLC website.
- g. *Research Guides*- Ms. Rehbaum provided a sample of one of the Research Guides law library Staff have developed to assist customers in certain topics. These will be posted on our website and promotions will be done to bring awareness to them. They will eventually be translated into Spanish to assist our Spanish speaking customers as well.
- h. *Looking into a New Way to Manage Documents*- Ms. Rehbaum is currently looking into a better way to manage Law Library documents, primarily the forms staff use regularly to assist customers. This will be an ongoing project.
- i. *Completed Webpage Updates*- Ms. Rehbaum reported that a series of web page updates were made to ensure accurate information is displayed, and to add current content.

### Old Business

- a. *Law Week*- Hillsborough County Bar Association Law Week will be March 7 – 10, 2023. The Law Week Committee was able to meet without the assistance of the Law Library. Mr. Schmidt commented that perhaps we will be able to assist next year.
- b. *New Statistics Being Tracked at the Law Library*- Ms. Rehbaum showed the Law Advisors Board the statistics she is now tracking. Statistics for the Law Library such as library visits and meeting room attendance are now being tracked monthly, which may enable staff to notice trends. Cost per Use statistics are being tracked after the completion of a Fiscal Year (October 1- September

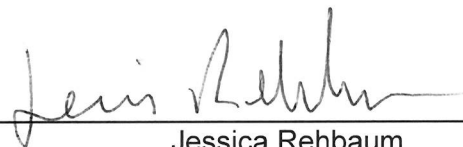
30. FY21 and FY22 are documented, and FY23 information will be added at the completion of the Fiscal Year. It was explained that in general a \$2.00 price point or lower is considered a good cost per use. In general, because most digital resources are purchased because they have broad appeal. Legal materials much like Genealogy materials are more specialized, so they may appeal to a smaller group. Ms. Rehbaum hopes that with more promotion the digital resources may gain more use thus bringing the overall cost per use down. Judge Nash mentioned that perhaps other, cheaper resources could be used to replace Gale Legal Forms. Ms. Rehbaum mentioned she would bring information to the May meeting to discuss other products used by libraries in Florida. Ms. Rehbaum also showed budget tracking information for the Law Library's physical collection. She explained that we are in the process of getting a new contract signed with Lexis Nexis and this is where the bulk of our current print materials come from. Getting contracts approved through the BOCC is a slow process, but once signed, materials will start arriving and money will be spent.
- c. Update to Law Advisors and Staff Responsibilities to match the August Bylaws change regarding meetings being held on a quarterly basis was made and presented to the committee.

#### New Business

- a) There was no new business.

There being no further items to discuss, the meeting was adjourned at 12:49 pm. Motion to adjourn was made by Judge Christopher Nash and seconded by Mr. Matthew F. Hall.

The next meeting of the Law Library Advisors will be held on Thursday May 25, 2023, at 12:00pm at the Norma J. Wise Room of the Law Library.



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Jessica Rehbaum  
Ex Officio Secretary to the Law Library Advisors